

Recovery Act

Byrne/JAG Funding



Wisconsin Office of Justice Assistance
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Jim Doyle
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Criminal Justice

JAG Recovery Act: Livescan Implementation (2009)

Grant Announcement

**Applications must be submitted through
Egrants on or before May 26, 2010**



Important Contact Information for this Grant Opportunity:

Program/Policy:	Ray Luick (608) 266-7382 or ray.luick@wisconsin.gov
Budget/Fiscal:	Tracy Becker (608) 2667-2115 or mtracy.becker@wisconsin.gov
Egrants Assistance:	Weekdays, 8:00am – 4:30pm Email: OJAEgrants@wi.gov Local calls: (608) 267-9068 Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: www.oja.wi.gov.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: JAG Recovery Act: Livescan Implementation (2009)

Description: This fund announcement will provide one-time grants of up to \$17,000 to assist law enforcement agencies with the purchase of livescan fingerprint systems to improve the timeliness of felony arrest reporting and increase the accuracy of records in the states' criminal history repository.

Opportunity Category: Competitive

Important Dates:

Application Due Date: May 26, 2010

Project Start Date: July 1, 2010

Project End Date: Grant funds must be expended by December 31, 2010.

Anticipated Funding Amount: A total of \$225,000 is available. Grants will be awarded for no more than \$17,000 per award. The funds available will support an estimated 13 projects. This is one-time only funding that must be expended by December 31, 2010.

Match/Cost Sharing Requirement: It is expected that the cost of livescan equipment will exceed the federal funds available for each project. Report the amount of that anticipated overage on the "Match" line item in the budget section of the grant application.

Eligibility: Only local and tribal law enforcement agencies who have not previously received funding through the Office of Justice Assistance specifically for the purchase of livescan equipment or those seeking to address specific issues relative to capturing fingerprint impressions in a court setting are eligible to apply.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties. See the OJP Financial Guide ([Part II, Chapter 3](#)) and the "OJP Recovery Act Additional Requirements" at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Funding may only be used to the purchase of livescan equipment that meets the specifications established by the Wisconsin Department of Justice.

JAG Recovery Act: Livescan Implementation (2009)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the “Recovery Act”). The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Edward Byrne Memorial Justice Assistance Grants (JAG) support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

This grant announcement provides information about a specific JAG Recovery Act grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OJA is seeking applications for projects that will improve the timeliness and accuracy of fingerprint submissions from local law enforcement agencies to the Wisconsin Department of Justice (WI-DOJ), Crime Information Bureau. Previous funding has been made available with priority for counties first and then municipal jurisdictions that did not have livescan systems and submitted a high volume of fingerprints either via card scan or ten-print cards. Priority was given to projects that served multiple agencies.

This program is directed at those agencies that have not previously received funding from OJA and those that are high volume contributors to the state’s criminal history database. This program will also set aside funding for up to two systems to be located in a court setting rather than a law enforcement agency or jail booking area, regardless of whether a jurisdiction has previously received funding for livescan. These two stations will be used as pilots to establish policies, procedures and protocols for the use of this equipment and to determine the effectiveness, volume and need for the capacity to collect fingerprints and perhaps DNA from individuals who are required by law to provide this identifying information but may not be technically “booked” into the system through the jail or law enforcement officials.

Funds available through this grant program may not be used to upgrade, replace, repair or enhance current livescan systems in jurisdictions that previously receive funding from OJA to purchase this equipment. Adding features such as those used to capture palm prints are not within the scope of this program and will not be funded.

Award Information

Funds are being made available through the American Recovery and Reinvestment Act of 2009. A total of \$225,000 is available. Upon application approval, the project director of the recipient agency will receive paper grant award documents by mail in approximately 30 days.

Funds under this grant award will be distributed through a reimbursement of expenditures.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Once your Egrants account has been approved, you may begin your online grant application. The OJA help desk is open Monday-Friday 8:00am-4:30pm. If you register outside of these hours, access may not be approved until the next business day.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Ray Luick at (608) 266-7282 or at ray.luick@wisconsin.gov.

The following information is required in your Egrants application. (For responses to text box fields, begin by typing your responses into a word processing program to add formatting and complete a spell-check. Copy and paste the formatted content into the Egrants text box fields.)

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) If appropriate, add which area(s) of the state will benefit.”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Recovery Act-funded projects will be required to report on the number of:

- Jobs created by Recovery Act funds
- Saved (retained) by Recovery Act funds

In your application, you will be asked to set a target for the number of jobs created and retained with your proposed project. Please submit this information under the Performance Measures section of your application. See the Reporting Requirements Section for information on how to calculate the number of jobs created and retained. Other JAG Program Performance Measures will be identified and collected during post-award reporting.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

It is expected that the cost of livescan equipment will exceed the federal funds available for each project. Report the amount of that anticipated overage on the “Match” line item in the budget section of the grant application.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Note on Procurement: OJA requires any purchases/contracts to be made through the agencies’ own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used.

5. Project Narrative

Describe your program or project in detail, including what objectives would be accomplished. Include appropriate statistics, if applicable. Describe how your department staff will use or otherwise put in place this project or program. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

6. Problem Description

Describe the problem or issue that this grant will serve to solve or diminish.

7. Required Attachments

Please attach the following documents to your application in this section:

- DUNS Number Reporting. The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency’s number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Use the form template below to report your DUNS number.
- Register with the Central Contractor Registration (CCR) Database. The federal government also requires that all grant recipients register with the Central Contractor Registration (CCR) database before any grant funds can be released by OJA. To register, go to <http://www.ccr.gov/>. You may also register by phone at (888) 227-2423. Please note: you must have a DUNS number to start the registration. A CCR Frequently Asked Questions page is posted at

<http://www.ccr.gov/faq.aspx#who> and a more detailed handbook is available at www.ccr.gov/handbook.asp). OJA will confirm your CCR registration and expiration date prior to processing any grant award.

- DUNS/CCR Template: Follow this link to the [form](#) for reporting both the DUNS number and CCR registration date. <http://oja.wi.gov/docview.asp?docid=16661&locid=97>. Download and complete the form, save it to your computer and attach it to your Egrants application in this section.

Application Review and Award Criteria

All applications submitted by the May 26, 2010 deadline will be screened for completeness and compliance with the instructions provided in this announcement. All compliant applications will then be reviewed and ranked by a Grant Advisory Group convened for that purpose. Applications will be divided into acceptable and not acceptable. Acceptable applications will be in rank order of recommendations for funding. Once ranked, the applications will be submitted to the OJA Executive Director for further comment and review. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted, or all acceptable grants are funded. Availability of funds is no guarantee of approval. Each grant must satisfy basic criteria set out above. Grants reviewers may suggest amendments to applications and grant applicants will be contacted if more input is needed.

Reporting Requirements

1. **Progress Reports.** If you are awarded funds under this announcement, you will be required to provide OJA with quarterly progress and financial reports. The schedule for your reports will be included in your grant award materials.

In addition, new performance measures specific to the JAG Program have been developed by the federal Bureau of Justice Assistance (BJA). They are customized dependent on activity type with each purpose area. Grantees are not required to report on all programmatic measures; only those applicable to your grant. Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in a new web-based Performance Measurement Tool (PMT) developed by BJA. The new JAG Performance Measures can be found at http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

2. **Recovery Act Reporting.** The Recovery Act emphasizes accountability and transparency in the use of taxpayer dollars. In addition to any OJA progress reporting requirements, the Recovery Act requires that certain performance measurements be submitted throughout the grant period. If awarded a grant, recipients will be required to report jobs saved and jobs created data on a quarterly basis into the OJA Egrants system.

(Please note: Recovery Act reporting is on a quarterly basis with a due date within five days of the end of the quarter.)

Calculating the Number of Jobs Saved (Retained) and Jobs Created

The federal government requires that Recovery Act funding recipients use the same formula for calculating the number of jobs created or saved. This calculation converts part-time or temporary jobs into “full-time equivalent” (FTE) jobs. In order to perform the calculation, recipients will add together the total number of hours worked by Recovery Act-funded employees, and divide this total by the number of hours worked by a standard FTE employee. This data will be reported each quarter. The formula can be represented as:

$$\frac{\text{Number of hours worked by Recovery Act-funded employees (per quarter)}}{\text{Number of hours worked by a standard full-time employee (per quarter)}} = \text{\#FTE}$$

The table below shows the FTE calculation through the lifecycle of an 18-month project that uses full-time, part-time and temporary workers. In this example, the standard full-time schedule for one FTE employee during the quarter is 520 hours.

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-Time Schedule	520	1040	1560	2080	2600	3120
Full Time Employee 1	520	1040	1560	2080	2600	3120
Full Time Employee 2	520	1040	1560	2080	2600	3120
Part Time Employee (half time)	260	520	780	1040	1300	1560
Temporary Employee (650 hrs.)	0	0	130	390	650	650
Total Hours Worked	1300	2600	4030	5590	7150	8450
Quarterly FTE	2.50	2.50	2.58	2.69	2.75	2.71

Go to <http://www.ojp.gov/BJA/recovery/DOJJobsReportingGuidance.pdf> for additional information and guidance on job calculations.

3. **Evaluation Data.** For the purpose of program evaluation, JAG Recovery Act grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by the Office of Justice Assistance. Further guidance on this requirement will be available in the future.

Award Conditions

If you are awarded a grant under a Recovery Act Solicitation, you must agree to comply with additional applicable requirements prior to receiving grant funding. These conditions will be included in your grant award documents. For more information, please consult the [Additional Recovery Act Grant Requirements](#) document found on the OJA website.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- U.S. Department of Justice Bureau of Justice Assistance: <http://www.ojp.usdoj.gov/BJA/>
- American Recovery and Reinvestment Act of 2009: <http://www.recovery.gov/>
- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8:00AM and 4:30PM.

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